

Instructions for Short Form 540NR California Nonresident or Part-Year Resident Income Tax Return

These instructions are based on the Internal Revenue Code (IRC) as of **January 1, 2001**, and the California Revenue and Taxation Code (R&TC).

Step 1 – Name and Address

If there is a label on the front of your booklet, attach the label to your completed return. Make sure that the information on your label is correct. Cross out any errors and print the correct information. **If there is no label** on the front of your booklet, print your first name, middle initial and last name and address in the spaces provided at the top of Short Form 540NR. See page 5, Helpful Hints, "Filling in your return."

If you lease a private mailbox (PMB) from a private business rather than a PO box from the United States Postal Service, include the box number in the field labeled "PMB no." in the address area.

Step 1a – Social Security Number(s)

Enter your social security number(s) in the spaces provided. To protect your privacy, your social security number(s) are not printed on your label. If you file a joint return, enter the social security numbers in the same order as the names.

Note: If you do not have a social security number because you are a nonresident or a resident alien for federal tax purposes, and the IRS issued you an Individual Taxpayer Identification Number (ITIN), enter the ITIN in the spaces provided for the social security number.

Step 2 – Filing Status

Line 1 through line 5 - Filing Status

See page 17, Step 2, Long Form 540NR instructions for the requirements for each of the filing statuses. Then fill in the circle on the Short Form 540NR that applies to you. **Note: If your filing status is married filing separately, you cannot file this form;** use the Long Form 540NR.

Step 2a – Residency

Please complete the residency portion by checking all boxes that apply to you and providing the applicable information.

Domicile is the place where you voluntarily establish yourself and your family, not merely for a special or limited purpose, but with a present intention of making it your true, fixed, permanent home and principal establishment. It is the place where, whenever you are absent or away, you intend to return. Get FTB Pub. 1031 for more information.

Step 3 – Exemptions

Caution: If you or your spouse are 65 or older use the Long Form 540NR.

Line 6 – Can you be claimed as a dependent?

Completely fill in the circle on line 6 if your parent (or someone else) can claim you as a dependent on his or her tax return, even if he or she chooses not to.

Line 7 – Personal Exemptions

Did you fill in the circle on line 6?

No Follow the instructions on Short Form 540NR, line 7.

Yes Ignore the instructions on Short Form 540NR, line 7. Instead, enter the number shown below for your filing status:

- Single, enter -0-;
- Head of household, enter -0-;
- Married filing jointly and both you and your spouse can be claimed as dependents, enter -0-; or
- Married filing jointly and only one spouse can be claimed as a dependent, enter 1.

Line 8 – Blind Exemptions

The first year you claim this exemption credit, you must attach a doctor's statement to the back of Short Form 540NR indicating that you or your spouse are visually impaired. You are visually impaired if you cannot see better than 20/200 while wearing glasses or contact lenses, or if your field of vision is not more than 20 degrees.

Caution: An individual who is someone else's dependent may not claim this credit.

Line 10 – Dependent Exemptions

To claim an exemption credit for each of your dependents, write each dependent's name and relationship to you in the space provided. The persons you list as dependents must be the same persons you listed as dependents on your federal income tax return. Count the number of dependents listed and enter the total in the box on line 10. Multiply the number you entered by the pre-printed dollar amount and enter the result. **Note:** If you are claiming more than five dependents, use Long Form 540NR.

Line 11 – Total Exemptions

Enter the total dollar amount of all exemptions, personal, blind and dependents.

Step 4 – Taxable Income

Refer to your completed federal income tax return to complete "Step 4."

Line 12 – Total California Wages

Enter the total amount of your California wages from your Form(s) W-2. This amount is reported in box 16 of Form W-2.

Line 14 – California Adjustments To Income

California does not tax unemployment compensation. Enter the amount of any unemployment compensation shown on your federal TeleFile Tax Record, line D; Form 1040EZ, line 3; Form 1040A, line 13; Form 1040, line 19; or Form 1040NR, line 20. If you have interest income from U S Obligations, U.S. Treasury Bills, Notes, Bonds, or other sources that is taxable for federal purposes and exempt for state purposes, you cannot file this form. File the Long Form 540NR.

Military Pay Adjustment

If you are serving on active duty military and domiciled in **Arizona, Idaho, Louisiana, Nevada, Texas, New Mexico, Washington, Wisconsin, or Puerto Rico** (community property states), **AND** your spouse is a **California** resident, you are entitled to an adjustment of ½ of your military pay. Write 17140.5 MPA on the dotted line to the left of line 14 if you are qualified to make this adjustment. Add this amount to any unemployment compensation and enter on line 14. You will also exclude this amount from California adjusted gross income on line 21.

Line 18 – California Standard Deduction

Find the standard deduction for your filing status in the left margin on Short Form 540NR. Did you fill in the circle on line 6? If yes, use the standard deduction worksheet on page 18. If no, use the standard deduction amount for your filing status in the left margin.

Step 5 – California Taxable Income

Line 20 – Tax on total Taxable Income

Figure the tax on the amount on line 19. Be sure to use the correct filing status and taxable income amount.

Line 21 – California Adjusted Gross Income (If married filing jointly, each spouse reports income based on his or her residency status)

Full-year nonresident – Enter your California wages from Form W-2, box 16.

Part-year resident – Enter your:

- California wages from Form W-2, box 16;
- Non-California wages received while you were a California resident from Form W-2, box 16; and
- Interest income received while you were a California resident

Full-year resident – Enter your:

- California and non-California wages from all your Forms W-2, box 16, and
- All of your interest income

Line 22a – CA Standard Deduction Percentage

Divide the California Adjusted Gross Income (line 21) by the total Adjusted Gross Income (line 17). **If more than 1, enter 1.0000.**

Line 22b – CA Prorated Standard Deduction

Multiply the standard deduction (line 18) by the CA Standard Deduction Percentage (line 22a).

Line 22c – CA Taxable Income

Subtract CA Prorated Standard Deduction (line 22b) from CA Adjusted Gross Income (line 21).

Line 23 – CA Tax Rate

Divide the tax on total taxable income (line 20) by taxable income (line 19).

Line 24 – CA Tax Before Exemption Credits

Multiply CA Taxable Income (line 22c) by the CA Tax Rate (line 23).

Line 25 – CA Exemption Credit Percentage

Divide the California Taxable Income (line 22c) by Total Taxable Income (line 19). This percentage does not apply to the Nonrefundable Renter's Credit, Other State Tax Credit, or credits that are conditional upon a transaction occurring wholly within California. **If more than 1, enter 1.0000.**

Line 26 – CA Prorated Exemption Credits

Multiply line 11 by line 25.

Line 27 – CA Regular Tax Before Credits

Subtract CA Prorated Exemption Credits (line 26) from CA Tax Before Exemption Credits (line 24).

Step 6 – Credits**Line 40 – Nonrefundable Renter's Credit**

If you paid rent on your principal California residence in 2002, you may be eligible for a credit to reduce your tax. See page 8 to find out if you qualify.

You may be eligible for the California refundable child and dependent care expenses credit. If you qualify for the credit, you must file Long Form 540NR. See page 23, line 51 through line 54 for more information.

Step 8 – Payments**Line 47 – Income Tax Withheld**

Enter your total California income tax withheld from your Form(s) W-2, box 17.

Step 9 – Overpaid Tax Or Tax Due**Line 58 – Overpaid Tax**

If line 47 is larger than line 46, subtract line 46 from line 47.

Line 59 – Tax Due

If line 47 is less than line 46, subtract line 47 from line 46.

Step 10 – Contributions

You may make contributions to the funds listed on Short Form 540NR, Side 2, Step 10. See page 24 for a description of the funds.

Line 73 – Total Contributions

Add line 61 through line 70. Enter the result on line 73. If you did not make any contributions, do not enter an amount on line 73. If you show an amount on line 58, you must subtract the amount you contribute from the amount of overpaid tax. If you show an amount on line 59, you must add the amount you contribute to your tax due.

Note: If you have tax due and choose to make a voluntary contribution, it will increase the amount that you owe.

Step 11 – Refund or Amount You Owe**Line 74 – Refund or No Amount Due**

If you did not enter an amount on line 73, enter the amount from line 58. If the amount is less than \$1, attach a written request to your Short Form 540NR to receive the refund.

If you entered an amount on line 73, subtract that amount from the amount on line 58. If the result is zero or more, enter the amount on line 74. If the result is less than zero, your contributions are more than your overpaid tax available on line 58. In this case, do not enter an amount on line 74. Enter the result on line 75 and see the instructions for line 75.

Line 75 – Amount You Owe

If you entered an amount on line 73, add line 59 and line 73. Otherwise, enter the amount from line 59. This is the amount you owe with your Short Form 540NR. Make your check or money order for this amount, or see "Paying Your Taxes" on page 59.

To avoid a late filing penalty, file your Short Form 540NR by the due date even if you cannot pay the amount you owe.

Step 13 – Direct Deposit (Refund Only)**Direct Deposit of Refund**

Direct Deposit is fast, safe, and convenient. To have your refund directly deposited into your bank account, fill in the account information on Short Form 540NR, Side 2, Step 13. Please be sure to fill in all the appropriate boxes. **Do not** attach a voided check or deposit slip. See the illustration on page 26.

Sign Your Return

You must sign your return in the space provided on Side 2. If you file a joint return, your spouse must sign it also.

Note: If you file a joint return, both you and your spouse are generally responsible for the tax and any interest or penalties due on the return. If one spouse does not pay the tax, the other spouse may have to. See Innocent Spouse Relief on page 57.

If you pay a person to prepare your return, that person must sign on Side 2 and include their social security number, (or PTIN) or FEIN. A paid preparer must give you two copies of your return: one to file with the Franchise Tax Board and one to keep for your records. For information about **Power of Attorney**, visit our Website at www.ftb.ca.gov